

Wisconsin DVR Policy Guidance Paper Supported Employment Long Term Support (Extended Services) Analysis Procedure

The purpose of this guidance paper is to provide a procedure for evaluating the need of long term support (job coaching) and funding alternatives for the long term support.

Supported employment is a coordinated provision of services to provide the supports necessary for the most severely disabled individuals to participate in work-related activities. There is a short term component of services, provided by DVR which assists the person in obtaining employment and establishing stability on the job.

A long term support component (also called extended services by the Rehabilitation Act and federal regulations) is provided by a source other than DVR.

There is also a transition period which links the short term and long term services into a seamless process for the consumer.

The definition of extended services in federal regulations follows:
34 CFR 361,5(b)(20) Extended services means ongoing support services and other appropriate services that are needed to support and maintain an individual with a most significant disability in supported employment and that are provided by a State agency, a private nonprofit organization, employer, or any other appropriate resource, from funds other than funds received under this part and 34 CFR part 363 after an individual with a most significant disability has made the transition from support provided by the designated State unit.

(Authority: Sections 7(13) and 623 of the Act; 29 U.S.C. 705(13) and 795i)

Federal regulations identifies four types of IPEs, each having specific mandatory components which may be unique to the type:

- 1 - general IPE
- 2 - supported employment IPE
- 3 - post employment IPE
- 4 - transition for special education high school students IPE

The mandatory components for the supported employment IPE follows:

34 CFR 361.46(b) Supported employment requirements. An IPE for an individual with a most significant disability for whom an employment outcome in a supported employment setting has been determined to be appropriate must--

- (1) Specify the supported employment services to be provided by the designated State unit;
- (2) Specify the expected extended services needed, which may include natural supports;
- (3) Identify the source of extended services or, to the extent that it is not possible to identify the source of extended services at the time the IPE is developed, include a description of the basis for concluding that there is a reasonable expectation that those sources will become available;
- (4) Provide for periodic monitoring to ensure that the individual is making satisfactory progress toward meeting the weekly work requirement established in the IPE by the time of transition to extended services;
- (5) Provide for the coordination of services provided under an IPE with services provided under other individualized plans established under other Federal or State programs;
- (6) To the extent that job skills training is provided, identify that the training will be provided on site; and
- (7) Include placement in an integrated setting for the maximum number of hours possible based on the unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice of individuals with the most significant disabilities.

Wisconsin DVR is instructing counselors when developing or reviewing an IPE which may include supported employment services to follow the methodology outlined below to ensure compliance with the Rehabilitation Act.

1 - Discuss the proposed vocational objective with the consumer (and consumer's representative, if appropriate.) If there is agreement that the proposed objective meets the requirements for an appropriate employment outcome, proceed. If not, review the available materials which bear on the subject. If additional information is required, arrange for a vocational evaluation. You should be able to list the consumers strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice and identify to the extent the proposed vocational objective is consistent with each.

2 - When there is agreement as to what is an appropriate employment outcome, the counselor should discuss with the consumer (and the consumer's representative, if appropriate) the services which will be necessary for the consumer to overcome the functional limitations identified in the order of selection priority for services determination and achieve the employment outcome.

<p>Consumer and counselor agree that supported employment will be necessary and there is an identified source of extended services (long term support).</p>	<p>Consumer and counselor agree that supported employment will be necessary and there is not a source identified for payment of extended services (long term support).</p>	<p>Consumer does not think supported employment and extended services will be necessary, but counselor believes they may be necessary.</p>
<p>1 – Proceed to develop a supported employment IPE which identifies the source of long term support.</p>	<p>1 – Proceed to develop a supported employment IPE.</p>	<p>1 – Proceed to develop a general IPE.</p>
	<p>2 – The first service in the IPE should be an assessment of job coaching needs and expected level of support (job coaching extended services) necessary when stability on the job is achieved. If available sources of information do not answer these questions, a supported employment assessment should be included as a service. Please note the supported employment assessment must include community based work experience in an integrated setting.</p>	<p>2 – The first service on the IPE should be an assessment of the job coaching needs and expected level of support (job coaching extended services) necessary when stability on the job is achieved. This assessment must include community based work experiences. If the first work experience indicates that supported employment and extended services will be necessary, then a second community based work experience must be arranged to verify the results of the first work experience.</p>

	<p>3 – When the levels of expected job coaching extended services have been determined, a benefits analysis tailored to supported employment should be arranged to identify whether a reasonable expectation exists that a source of payment for the extended services exists. (See appendix A)</p>	<p>3a – If the results of the work experiences are supporting the consumer's belief that supported employment and extended services are not necessary; or if the results are inconclusive, the IPE should continue.</p> <p>3b – If the results of the work experiences provide clear and convincing evidence that supported employment and extended services will be required services on the IPE, the IPE should be amended to follow the procedures in either column 1 or 2 of this chart.</p>
	<p>4 – If a reasonable expectation exists that a source for funding of extended services exists, the IPE should be amended to specifically identify the expected service need and the expected funding source.</p>	
	<p>5 – The amended IPE should include progress measures which will monitor the achievement of productivity and independence necessary to achieve the expected level of fading for extended services. If the consumer's progress is not sufficient, the issue of reasonable expectation that a funding source for extended services exists must be re-evaluated.</p>	
	<p>6 – If there is not a reasonable expectation that there will be funding for extended services when they are needed, the case should be closed after full consultation with the consumer.</p>	

Examples of progress measures monitoring progress toward achievement of long term support will vary from individual to individual but may include the following if appropriate:

- Receipt of a letter of long term support from the county after 2 months.
- Completion of a PASS or IRWE after 1 month. Approval of the PASS or IRWE by SSA after 3 months.
- Development of a budget for family self-pay demonstrating how payment will be made after 2 months.
- Development of a written strategy by the employer as to how natural supports will be provided to ensure continued stability on the job. Submitted to DVR and consumer after 2 months.

Please note that benefits analysis and work experience are services which may be utilized multiple times during the implementation of the IPE to address specific questions which arise.

Questions about the procedures outlined here should be directed to your WDA director or to Manuel Lugo.

***Considerations for the Benefits Analysis to Determine if
There is a Reasonable Expectation of Funding for Extended Services***

Issue	Amount
A - How much long term support (hours) will the consumer need per month at time of transition to extended services?	
B - What is the average cost of job coaching for extended services?	
C – What is the expected cost of extended services per month? (A x B)	
D – How many hours is the consumer expected to work per month?	
E – What is the consumer's expected hourly wage?	
F – What is the consumer's expected monthly earned income? (DxE)	
G – How much is the county willing to commit to extended services for this consumer (hours per month)?	
H – How much is the employer willing to commit to natural (unpaid) support for this consumer (hours per month)?	
I – How much is the employer willing to commit to paid supports (through tax credits) for this consumer (dollars per month)?	
J – How many hours of paid support is the employer willing to commit to this consumer? (I/B)	
K – How much is the consumer able to contribute to the cost of extended services through an IRWE (dollars per month)?	
L – How much is the consumer able to contribute to the cost of extended services through a PASS plan (dollars per month)?	
M – How much is the consumer able to contribute to the cost of extended services through income excluding the IRWE and PASS set asides (dollars per month)?	
N – How much is the consumer able to contribute to the cost of extended services from other personal resources (dollars per month)?	
O – How much is the consumer's family able to contribute to the cost of extended services (dollars per month)?	
P – What is the total monthly consumer/family contribution towards extended services (K+L+M+N+O)?	
Q – How many hours per month of extended services can the consumer's contribution fund? (P/B)	
R – How much support is available for extended services for this consumer per month? (G+H+J+Q)	
S – Is the available support for extended services sufficient for the consumer's need? (Yes if R>=A)	

Long Term Support Decision Matrix

